

GARAGE SUPERVISOR

NATURE OF WORK

This is skilled supervisory work in the maintenance and technical repair of a variety of light and heavy automotive, diesel and specialized equipment.

Work involves responsibility for directing the repair and maintenance activities of an assigned shift. An employee in this class, as well as exercising supervision, may be called upon for technical work in the repair and maintenance of the equipment assigned. Supervision is received from an ordinate mechanics and other skilled, semi-skilled, and unskilled workers.

EXAMPLES OF WORK PERFORMED

Supervises all work and personnel in the garage and related facilities; assigns work and issues instructions to shop personnel; checks completed work for compliance with instructions.

Repairs or instructs/assists in the repair and maintenance of all automotive and specialty equipment used in the division.

Issues and is responsible for City-owned hand tools.

Checks newly purchased equipment to ensure conformance with specifications.

Determines labor and material requirements for the repair of damaged automotive and specialized equipment.

Recommends and may approve acquisitions of supplies and materials needed for repair and maintenance work.

Recommends and assists in the disposal of obsolete equipment.

Keeps accurate maintenance records which may include fuel and oil consumption, road failures, accident damage estimates, and other reports as needed.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the construction, assembly, adjustment, and maintenance of a wide variety of light and heavy automotive, diesel and specialized equipment.

Thorough knowledge of the use of various types of shop tools, such as drills, presses, grinders, and micrometers.

Thorough knowledge of the uses of instruments employed in testing the operation of heavy-duty automotive and diesel equipment, such as ammeters, voltmeters, compression gauges, and motor and exhaust analyzers.

Ability to diagnose defects in light and heavy automotive, diesel and specialized equipment, and to instruct subordinates in approved techniques for remedying them.

Ability to make road tests and other checks of the effectiveness of repair and maintenance work; ability to perform or supervise the performance of safety inspections.

Ability to plan and supervise the work of a large staff of skilled, semi-skilled, and unskilled workers.

Ability to keep the records, files, and related documents necessary to the operation of an automotive/diesel repair and maintenance unit.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training in the field of automotive and/or diesel mechanics, plus thorough experience in light or heavy-duty automotive and diesel equipment repair and maintenance work, including considerable experience in supervision over a group of skilled workers engaged in light and heavy-duty automotive and diesel equipment repair and maintenance work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience in light or heavy-duty automotive and diesel equipment repair and maintenance work, including experience supervising a group of employees engaged in the repair and maintenance of automotive and diesel equipment; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license is necessary for the satisfactory performance of assigned duties.

9/73

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